1966

Ontario Department of Education

Business and Commerce Facilities

for Secondary Schools

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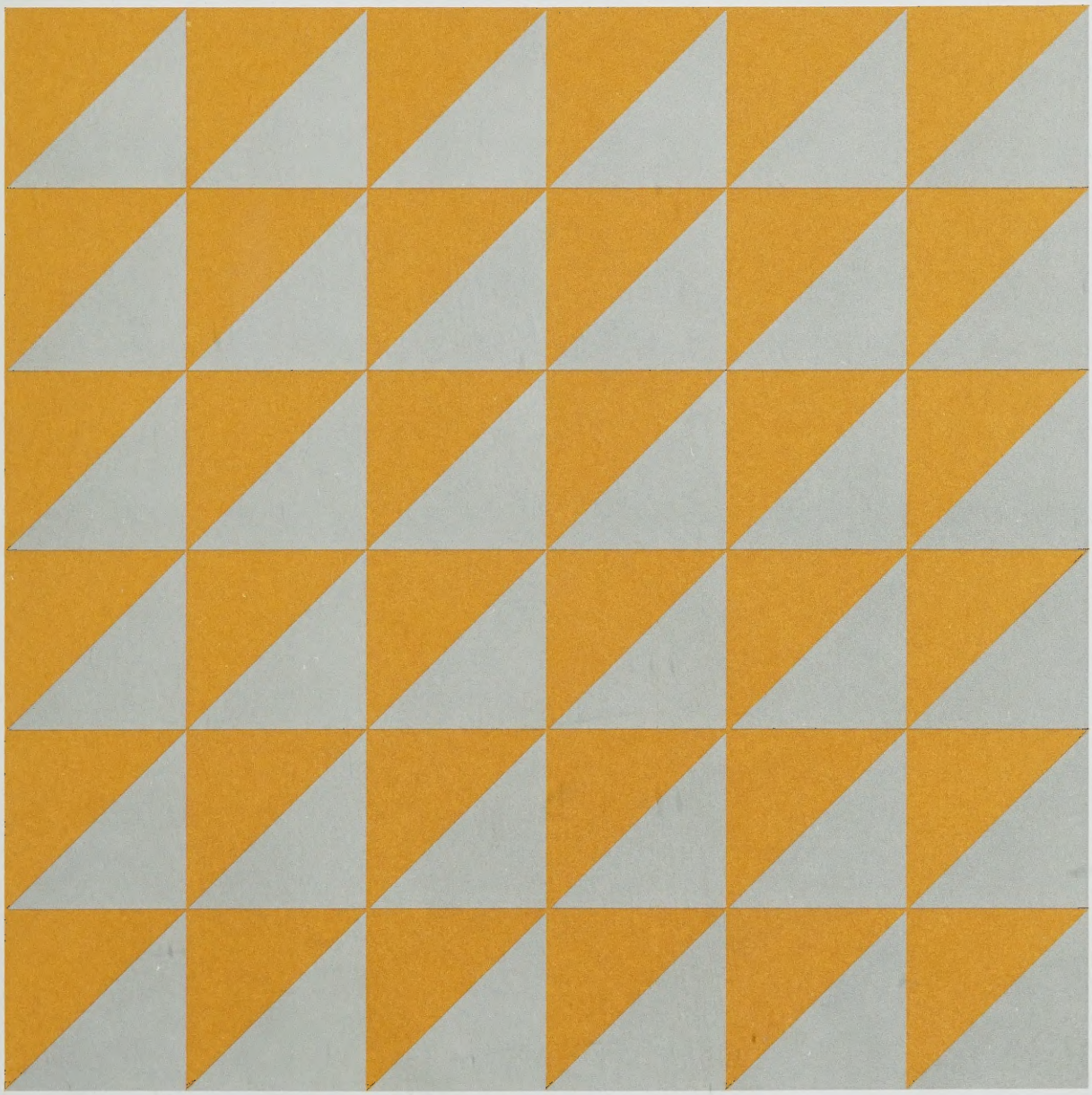

Suggestions for Business and Commerce Facilities for Secondary Schools

Prepared by

The Ontario Department of Education
Division of School Planning and Building Research
in conjunction with
The Department's Business and Commerce Committee

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Preface

With the rapid development of automation and data processing, as well as changing methods of instruction and office procedures, classrooms must be designed and equipped to keep abreast of current needs. The suggested design, materials and equipment for commercial rooms contained in this brochure are intended to serve as a guide only – they are not restrictive.

The suggested standards have been prepared by a Business and Commerce Committee of the Department of Education. Valuable guidance was received from the Minister's Advisory Committee on School Planning, from members of various school commercial departments, and from various other teachers and inspectors.

It is hoped that the ideas presented here will serve to bring about not only improvement in many existing facilities, but that they also will provide a basis upon which new buildings may be designed. It should be emphasized that the standards are recommended as desirable and that each drawing shows only one solution to fulfil the requirements.

Boards building new schools or additions to schools may be able to apply many of these suggestions. Some Boards contemplating renovations may find it difficult to meet these suggested standards. Nevertheless, it is hoped that ideas presented here will bring about improvements in many existing commercial facilities.

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The primary consideration when planning new or additional commercial facilities is the determination of space requirements. It may be considered that 30 per cent of the school population could generally be designated as Business and Commerce students, and therefore planning for the necessary classrooms may be based upon that percentage of the potential enrolment.

At the present time, specialized rooms provide for the following subjects : Typewriting (standard or electric), Office Practice, Secretarial, Bookkeeping and Accounting, Marketing and Merchandising, Business Machines, Data Processing, Commercial Practice Laboratory, and Commercial Administration. These rooms are illustrated and discussed in detail in this brochure.

It is recommended that the Commercial Department and its administration be organized as a functional unit. This can best be done by locating it in a separate wing or section of the school.

The proposed size and arrangement of the specialized rooms have been determined on the basis of the instruction offered and the equipment required. One major change has been effected by the enlargement of the traditional 23-foot width of these rooms to 30 feet ; however, the room can be of any shape, depending on the creative ability of the architect and the purposes to which the room will be put.

2. Common Facilities

Following are some facilities and equipment common to all rooms.

a) Lighting and Electrical Outlets

The importance of good lighting in all parts of the room must be recognized, and the standards as laid down in the National Building Code are recommended.

Advantageous placement of electrical outlets is a prime factor here. As shown on the drawings, underfloor ducts with outlets at each desk are recommended for electrical machines. Wall outlets should be provided for educational aids such as tape recorders and projection equipment. A master-control switch in the room and a pilot light in the corridor are recommended. Provision should be made for audio and television wiring as well as for general equipment.

b) Acoustics

To deal with both external and internal noises, installation of acoustical material on the ceiling should be standard practice and, when possible, treatment of the walls should be considered. A useful reference for architects and engineers is *Technical Report No. 1* in the *Acoustical Environment of School Buildings,* published by Educational Facilities Laboratories, 477 Madison Avenue, New York 22, New York.

c) Floors

Important in the selection of a floor is that it should be of low initial cost, durable, easily cleaned, attractive in appearance and sound-absorbent.

d) Walls

Wall finishes should reflect the atmosphere of a modern office through the use of pleasing colours, preferably non-glossy light tints.

e) Chalkboards

Chalkboard space varies with the instruction being offered ; for example, more chalkboard space is required in a bookkeeping room than in a typewriting room. In classes where pupils must be able to see over the machines being used, the base of the chalkboard should be approximately 3'6" above the finished floor level.

f) Bulletin Boards

Bulletin boards allow the teacher to exercise his imagination and ingenuity. The board should permit easy

tacking. A pegboard type of bulletin board can be used to advantage for display purposes.

g) Storage

Although the need for storage space will vary with classroom purpose, careful study must be given to providing the optimum. Commercial rooms require more storage space than ordinary classrooms, and it is found more efficient to have such space within the room rather than elsewhere. However, additional storage space in the Commercial administrative area should be available. Counter-height storage units that provide a work area or act as stands for office machines can be built along the full width of classrooms.

3. Typewriting

(See drawing No. 1)

Function

A typewriting room should have facilities to offer the following:

Typewriting I – A thorough mastery of the basic techniques of typewriting and its application to uses which have value for personal use.

Typewriting II – A further development of typewriting skills, and their application for vocational use.

Facilities

a) Area

A room size of 1200 sq. ft. will provide for a maximum of 35 students, although it is hoped that that many need be housed only under special circumstances. Sufficient aisle space is required to permit the teacher to observe students effectively. Adequate storage space for supplies and materials should also be furnished. In order to keep the front of the room clear for instructional purposes, it is recommended that the teacher's desk be located at the rear.

b) Typewriters

For beginning classes it is advisable to equip the room with one carefully selected make of typewriter. Any plan to renovate or add new rooms should include wiring for the eventual installation of electrical typewriters. Schools which accomodate more than one typewriting room might equip one with electrical typewriters and one with manuals. Before buying or leasing typewriters a thorough investigation of service facilities should be made.

c) Desks and Chairs

Typewriter desks should be adjustable, vibration free, spacious and preferably without drawers. A desk top of 20" x 42", adjustable to at least three heights – 26", 28" and 30" – is recommended. Space is required in the desks for typewriting texts and for books and personal belongings.

A posture chair that provides support for the small of the back and which forces the student to lean into the typewriter is desirable.

d) Demonstration Stand

Such a stand should be movable and adjustable and have sufficient space for the typewriting text to the right of the typewriter.

e) Light

In order to take advantage of any natural light in the room it is recommended that desks be arranged so that the natural light comes from the student's right and the typing text will not be in the shadow of the typewriter.

f) Miscellaneous Equipment

Additional equipment for a typewriting room includes the following: work tables, storage and filing cabinets, a wash basin, bookshelves, record player, projection

screen, copyholders, stapler, interval timer, paper cutter, stop watch, keyboard and posture charts, hand bell, pencil sharpener, large wastepaper baskets, three-ring paper punch, cleaning materials, desk trays, soap and towel dispensers.

4. Office Practice
(See drawing No. 2)

Function

The degree of specialization that characterizes today's business compels schools to provide students with a more complete and integrated commercial education. The course in Office Practice helps them to become familiar with the characteristics, equipment, organization and requirements of a business office.

The Office Practice room provides an environment in which senior students may learn to bridge the gap between the final two years of schooling and the beginning of permanent employment.

To acquire the necessary skills and knowledge to qualify for office positions, a substantial part of this learning stage deals with the use of office equipment. The more proficient the students become in operating office machines, the better trained they will be and the more capable of finding employment. Although they may not develop a high degree of skill on all machines, students should know the function and operation of all commonly used office machines.

Facilities

The Office Practice room should accommodate the instruction of senior typewriting, filing, duplicating, collating, machine transcription, and office system.

a) Area

To accommodate a maximum of 30 students, the classroom size should be a minimum of 1200 sq. ft.

b) Desks and Chairs

The desks should have large writing surfaces, and secretarial-type posture chairs on rubber casters.

c) Typewriters

Each desk should be equipped with an electric typewriter and the room should carry a fair representation of the various kinds used by businesses in the area. At least one wide-carriage typewriter is required for stencil work. In order that various printing effects may be achieved, several type-styles should be selected.

d) Duplicating and Reproduction Equipment

Each student should be familiar with spirit duplicators, liquid duplicators and photocopiers. In larger schools an offset duplicator could be included. Among additional duplicating equipment would be an illuminated drawing board, lettering guides, screen plates and styli.

e) Filing System

Extensive filing equipment for teaching filing would include filing cabinets with three or four drawers, horizontal filing cabinets and suspension files.

f) Communication Devices

For instruction of proper telephone methods a telephone and intercom should be available to students.

g) Transcribing Machines

Because of their increased use in business, students should have extensive practice in the use of transcribing equipment – tape, belt or disc. Consideration might be given to placing these machines on movable stands. It is not necessary to purchase a unit with each machine.

h) Sink

A steel sink for students using duplicating machines is a necessity, along with soap, towel and hand lotion dispensers.

i) Miscellaneous Equipment

Stapler, stamp moistener, three-hole punch, postage scale, postage meter, manual paper cutter, cheque protector, hand or automatic collator, record player, demonstration stand and interval timer.

5. Bookkeeping and Accounting
(See drawing No. 3)

Function

The purpose of this is to teach effectively the theory and practice of Bookkeeping and Accounting with a maximum use of visual aids and teacher-pupil discussion.

Facilities
a) Area

To accommodate a maximum of 35 students and permit freedom of movement, the room should be a minimum of 1100 sq. ft.

b) Desks and Chairs

There should be four rows of student desks with a surface size of 20" x 40" and desks and chairs must include space for books. One row of desks is required for use with adding/listing machines with a larger desk top to allow space for work materials.

c) Chalkboards

Sliding chalkboards of ball-bearing type are advantageous for illustrative work and should occupy the front and one side of the room.

d) Other Fixtures

Above the chalkboards at the front of the room, install

a projection screen (portable or built-in). A rack for bookkeeping charts may be attached to the top of the chalkboard. Below a full-length bulletin board at the back of the room install a 1'8" deep cupboard. At the left of the cupboard section allow room for five feet of book shelving, preferably from floor level to a height equal to the filing cabinets installed at the right end of the cupboard section.

e) Equipment

A minimum of seven adding/listing machines sufficient to equip one row of desks is advised. An overhead projector on a movable stand is required for this room.

6. Marketing and Merchandising

(See drawing No. 4)

Function

This area consists of a classroom, a laboratory or workroom, and a small office for planning and consultation. The classroom area is intended to provide for the greater flexibility required in a subject which demands above-average activity.

The laboratory workroom environment is a constant reminder of the course aims. It is used primarily for demonstrating and student practice in arranging displays and developing sales advertising and buying presentations. It will be necessary to devise a rotation system with each group at any one time being assigned a different type of project.

The planning and consultation office will function as an instructional area for individual teaching, telephone sales instruction, and the teaching of advertising and sales promotion.

Facilities

An area of 1400 sq. ft. should provide space for the complete marketing and merchandising facilities. The workroom should be accessible from the classroom. Direct access from the corridor to the work area permits students to work on displays while other classes are being conducted. A glass partition is useful between the planning and consultation area and the classroom and workroom.

A walk-in display window may be used to provide marketing students with practical experience and to promote special school events, seasonal themes, local industries, and charitable appeals in the community.

A complete description of equipment required in a marketing room is outlined on *Curriculum RP–32,* pages 37 to 41.

7. Secretarial

(See drawing No. 5)

Function

The secretarial room provides an environment in which a senior student may learn the poise and self-sufficiency necessary for the development of key office personnel. The senior student must achieve advanced levels in shorthand, typewriting and communication.

Facilities

a) Individual Work Area

The effective work station includes a modern secretarial desk containing fitted drawers for supplies, filing drawers for current work, and space for the storage of personal possessions.

Desks must be sturdy enough for both the weight and movement of a heavy electric typewriter and should be provided with a permanent non-skid pad for this machine. The desk surface should provide sufficient room for report work and should be rounded instead of angled. Elbows should never be cramped while the student is typing.

b) Typewriters

Since students are being trained to be adaptable and familiar with equipment in general, this room should have a representative sampling of the major electric typewriters sold in Canada. Current trends in office equipment should be in evidence. There should also be representative type-faces, sizes of type, and a variety of vertical spacing.

c) Shorthand Laboratory Equipment

The introduction of shorthand laboratory equipment answers the problem of individual study.

There are several systems on the market to be assessed carefully by the Commercial director. Much of this equipment can be built in and some arrangement for its inclusion should be made at the planning stage.

Students should be able to exercise some control over the choice of dictation speeds; six to eight channels should be ample for any classroom use.

d) Built-in Storage Facilities for Supplies and Equipment

The architect's drawing should include storage facilities or unique equipment and machine attachments, as well as adjustable shelving and cupboard for standard office supplies.

Washing facilities, soap and towel dispenser should be included.

e) Display Facilities

Tackboard, pegboard and corkboard should cover the walls so that displays and student work may be shown to best advantage.

The front chalkboard, having one panel with permanently-ruled dotted lines, should be placed high enough for viewing from the rest of the classroom; it should be well-lighted and free from shadows.

f) Electrical Wiring

The wiring of this classroom is extremely important. It is necessary that each student work-station have an adequate number of outlets for the equipment to be used at each desk. Floor ducting should be placed to avoid interference in the aisle due to boxes.

A master switch should be at the teacher's desk and a master control panel at the room entrance. A red light indicator may be placed in the hall.

Sufficient double outlets should be placed strategically to allow for all visual aid equipment.

8. Commercial Administration Area

(See drawing No. 6)

Function

The commercial administration area has two sections: the director's office and the teachers' conference room and work area. The director's office provides a centre from which the director organizes and plans effective leadership for the department. In the conference room and work area, teachers of the department may study, prepare lessons and develop classroom projects that cannot be prepared in any other school area.

Facilities

The director's office should measure approximately 180 sq. ft. and should contain equipment which permits the following functions: planning, organizing, and managing the Department; maintaining all Commercial department records; holding interviews with staff members; handling placement of students and organizing work-experience programs; receiving callers from business and the community. The following equipment is suggested: office desk, swivel chair, telephone, dictating unit, glass-faced bookshelf for reference books, chairs for interviews and file cabinets.

The conference and workroom will be used by the teachers for research, study, preparation, correspondence, and for Commercial department meetings. It should adjoin the Commercial director's office and measure approximately 270 sq. ft. It would contain the following equipment: suspended and enclosed chalkboard and bulletin board, conference table with chairs, portable desk, typewriter, file cabinets, coat cupboard, work counter with cupboard above and below, magazine rack for display and storage, and bookshelves.

Telephone communication is an integral part of planning and executing a work-experience program and an effective placement program. Contacts with the central office from the Commercial administration area can be achieved through the school intercom system.

9. Commercial Practice Laboratory

(See drawing No. 7)

Function

In the practice laboratory the student will experience a training situation similar to that found in business.

Facilities

The proper operation of the practice laboratory will require a policy consistent with its purpose, which is to expand and reinforce the instruction in the office practice room and to simulate actual office situations which students might meet in employment. The office manager will be responsible, under limited teacher supervision, for the operation of the office. Requests beyond the Commercial practice laboratory policy will be referred to the teacher in charge.

Considerable storage space is necessary for supplies. The bulletin board can be used as a teaching aid or for presenting office procedures diagramatically.

This room should be adjacent to the Commercial Administration area and should be approximately 650 sq.

ft. As its function is to provide an office training situation similar to that found in business, it should be furnished with the type of office desk and equipment found in modern offices of the community.

The following equipment is suggested : stencil duplicator, spirit process duplicator, office desks with electric typewriters, secretarial posture chairs on casters, filing cabinets, movable work table, collator, paper cutter, stencil file cabinet, illuminated drawing board, transcribing machines and calculating machines.

10. Business Machines

(See drawing No. 8)

Function

This room is to provide facilities for instruction in the operation of business machines and the application of this knowledge in the solution of problems in Bookkeeping and Business Mathematics.

Facilities

A room size of 1200 sq. ft. provides space for a maximum of 30 students. In addition to having a cut-away portion for the calculating machine, the desk should have a large work area because the room in most cases will have a dual purpose. The bookkeeping machines will have their own stands. Key-punch machines may be installed in this room if a data processing area is not included in the facilities.

The bulletin board can hold illustrations of the machines, relate business procedures to the machines, show student achievement and generally motivate and enrich the teaching.

Machine selection should be based on those used in the community and the places where graduates will work. Basic consideration to the following machines is suggested : 10-key adders with credit balance ; 10-key printing calculators ; rotary calculators ; full keyboard with credit balance ; bookkeeping machines ; and key-punch machines with tapes.

11. Data Processing

(See drawings Nos. 9 and 10)

Function

In drawings 9 and 10, two plans are submitted for schools offering courses leading to full-time positions in Data Processing. The Data Processing central unit, No. 10, would accommodate the equipment being shared by more than one school. In this case a waiting room would be required. The Data Processing area, No. 9, is intended for application where equipment is being used by one school only.

The area should provide facilities which permit offering the following courses :

a) Survey (Overview) Courses—To introduce to students of the five- and four-year programs the basic automation concepts as applied to data processing.

b) Vocational Courses for Business and Commerce Students to : (i) Provide "hands on" training ; give vocational competency in the Computer and/or Unit Record Field ; and (ii) provide the background necessary to allow the graduates to continue in more advanced courses in Data Processing.

c) Adult and Evening School

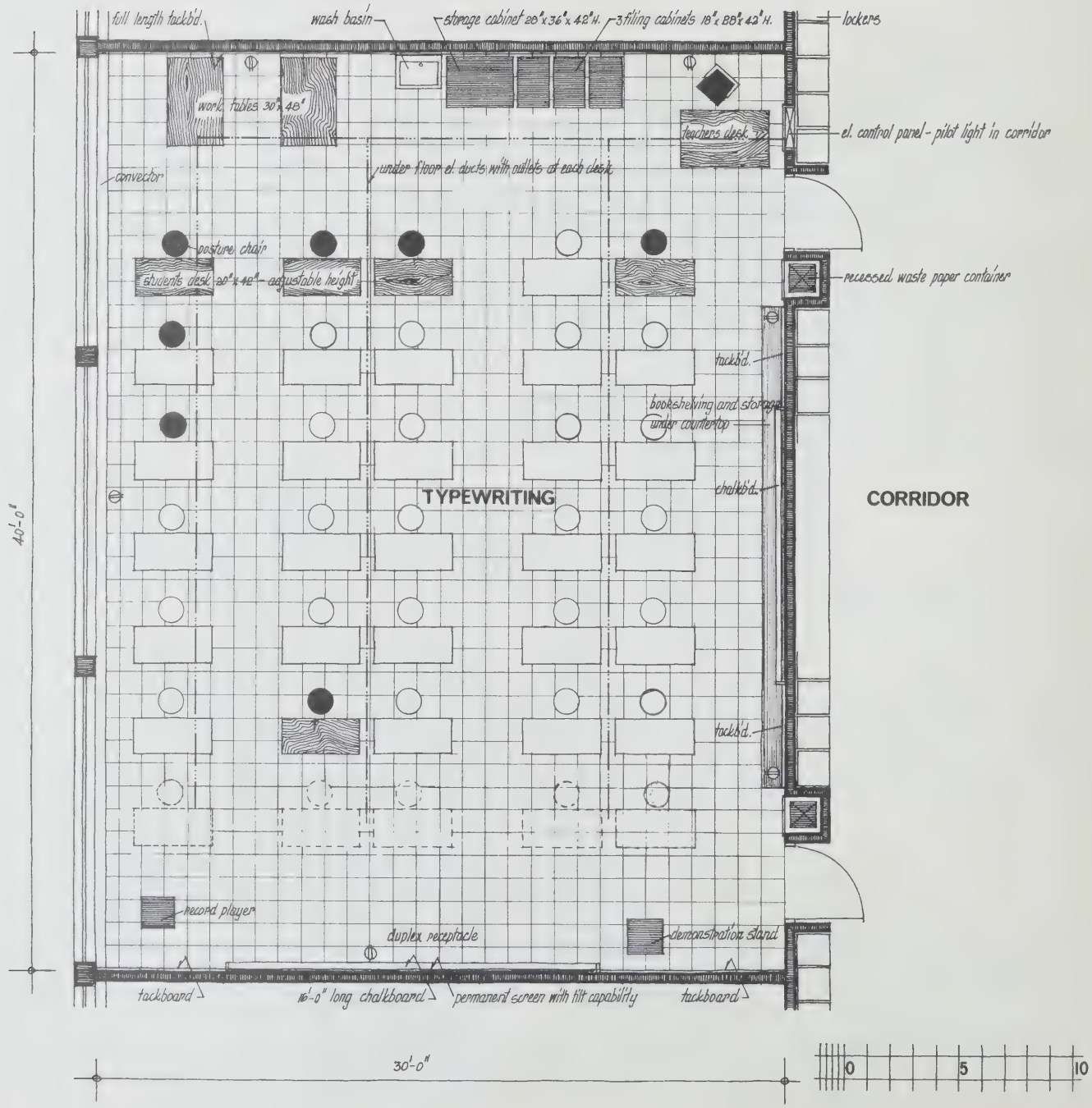
Facilities

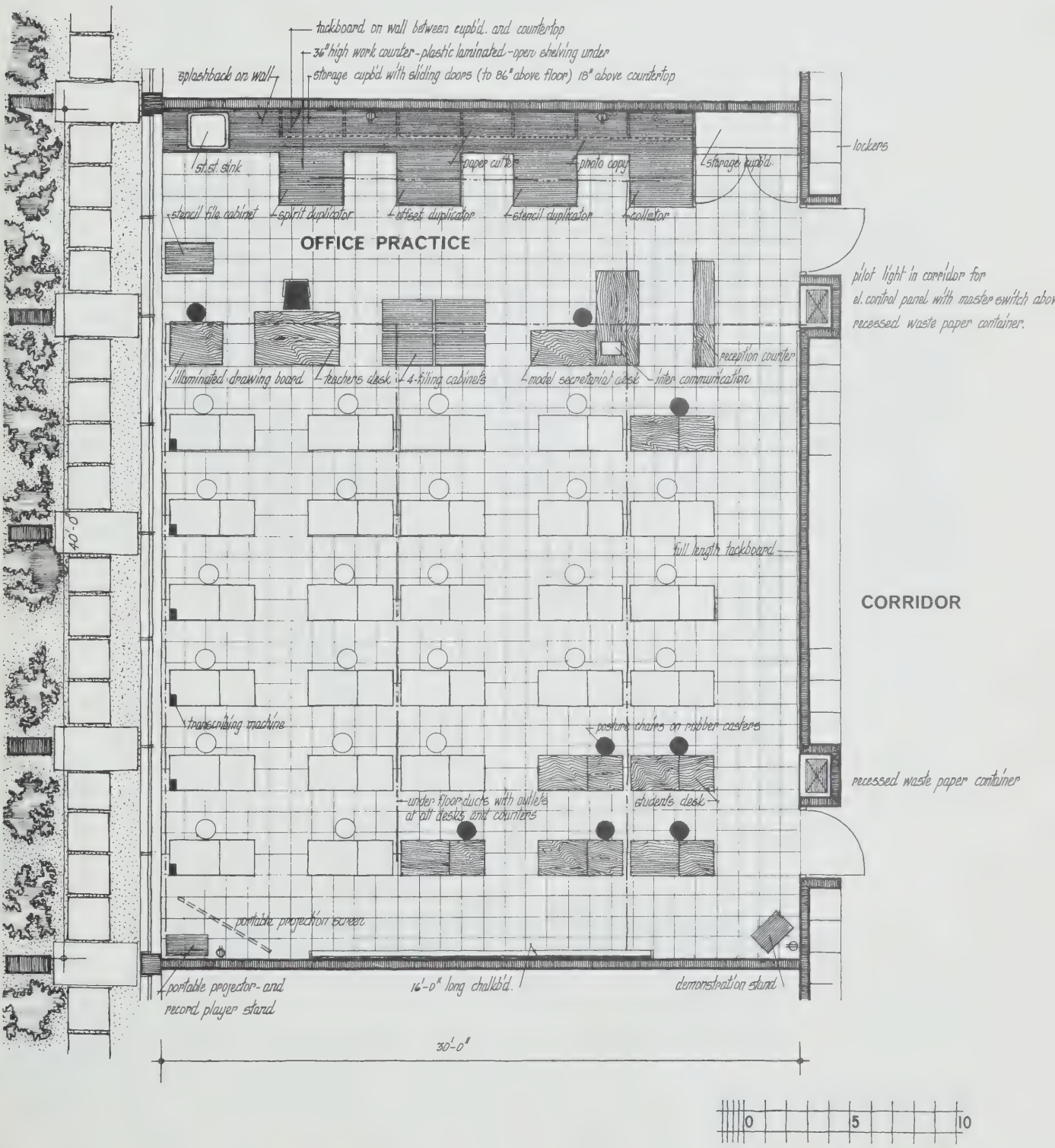
The Data Processing central unit, No. 10, includes a programming system classroom, a data processing room, a store room, a conference waiting room and office. Adjoining these areas, and attached to the business machines rooms, should be an area for developing skill in key punching.

The data processing room should have a floating floor, the sub-floor being depressed 8" to 10" and covered with tile, carrying inter-unit cables, closed circuit TV conduit, and other mechanical services.

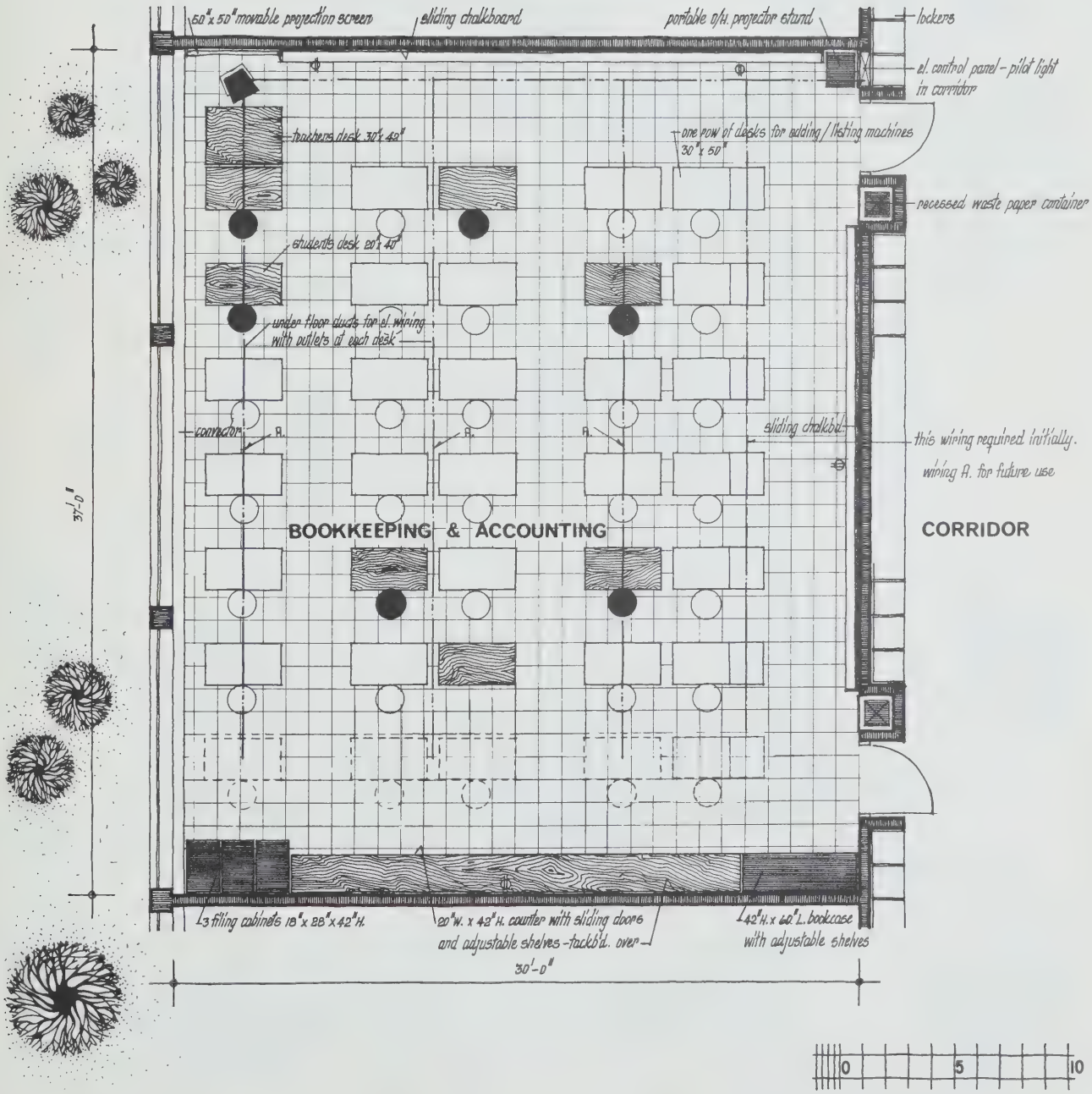
At least one door should be wide enough to allow movement of data processing equipment.

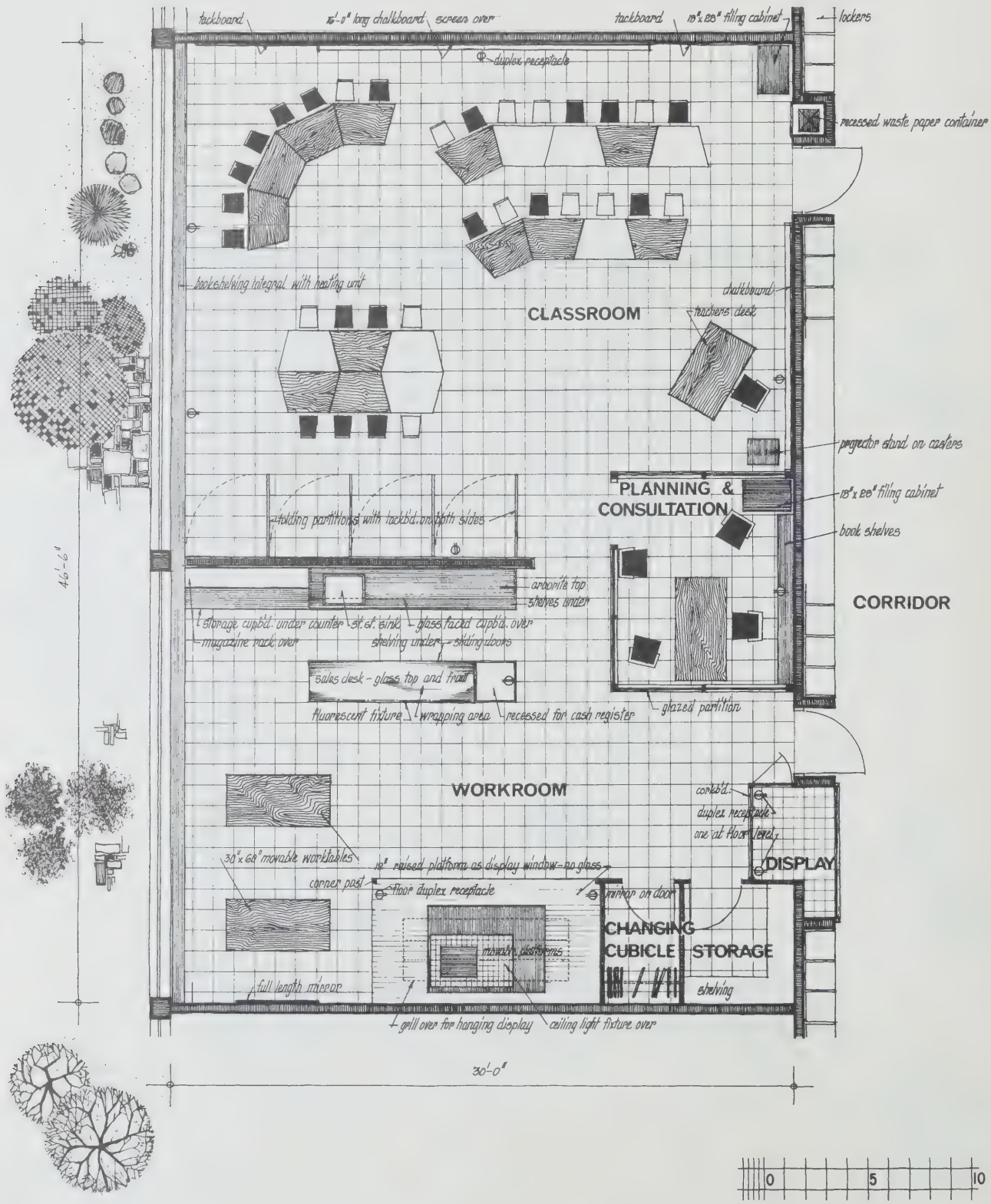
To set up a computer installation, the following basic equipment is suggested : central processing unit, printer and card-reader punch, printing-key punch, sorter, key-punch verifier, and disc or tape storage.

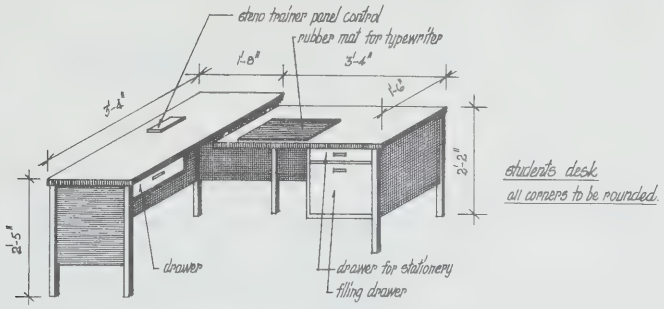

full length tackb'd.
wash basin
storage cabinet 26"x 36"x 42"H.
3 filing cabinets 18"x 88"x 42"H.
lockers
work tables 30"x 48"
teachers desk
el. control panel - pilot light in corridor
convector
under floor el. ducts with outlets at each desk
posture chair
students desk 20"x 42" adjustable height
recessed waste paper container
tackb'd.
bookshelving and storage under countertop
chalkb'd.
TYPEWRITING
CORRIDOR
tackb'd.
record player
duplex receptacle
demonstration stand
tackboard
16'-0" long chalkboard
permanent screen with tilt capability
tackboard
40'-0"
30'-0"
0
5
10


tackboard on wall between cupb'd. and countertop
36" high work counter - plastic laminated - open shelving under
storage cupb'd with sliding doors (to 86" above floor) 18" above countertop
splashback on wall
lockers
st.st. sink
paper cutter
photo copy
storage cupb'd.
stencil file cabinet
spirit duplicator
offset duplicator
stencil duplicator
collator
OFFICE PRACTICE
pilot light in corridor for
el. control panel with master switch abov
recessed waste paper container.
illuminated drawing board
teachers desk
4-filing cabinets
model secretarial desk
inter communication
reception counter
full length tackboard
CORRIDOR
transcribing machine
posture chairs on rubber casters
recessed waste paper container
under floor ducts with outlets
at all desks and counters
students desk
portable projection screen
portable projector- and
record player stand
16'-0" long chalkb'd.
demonstration stand
40'-0"
30'-0"
0
5
10

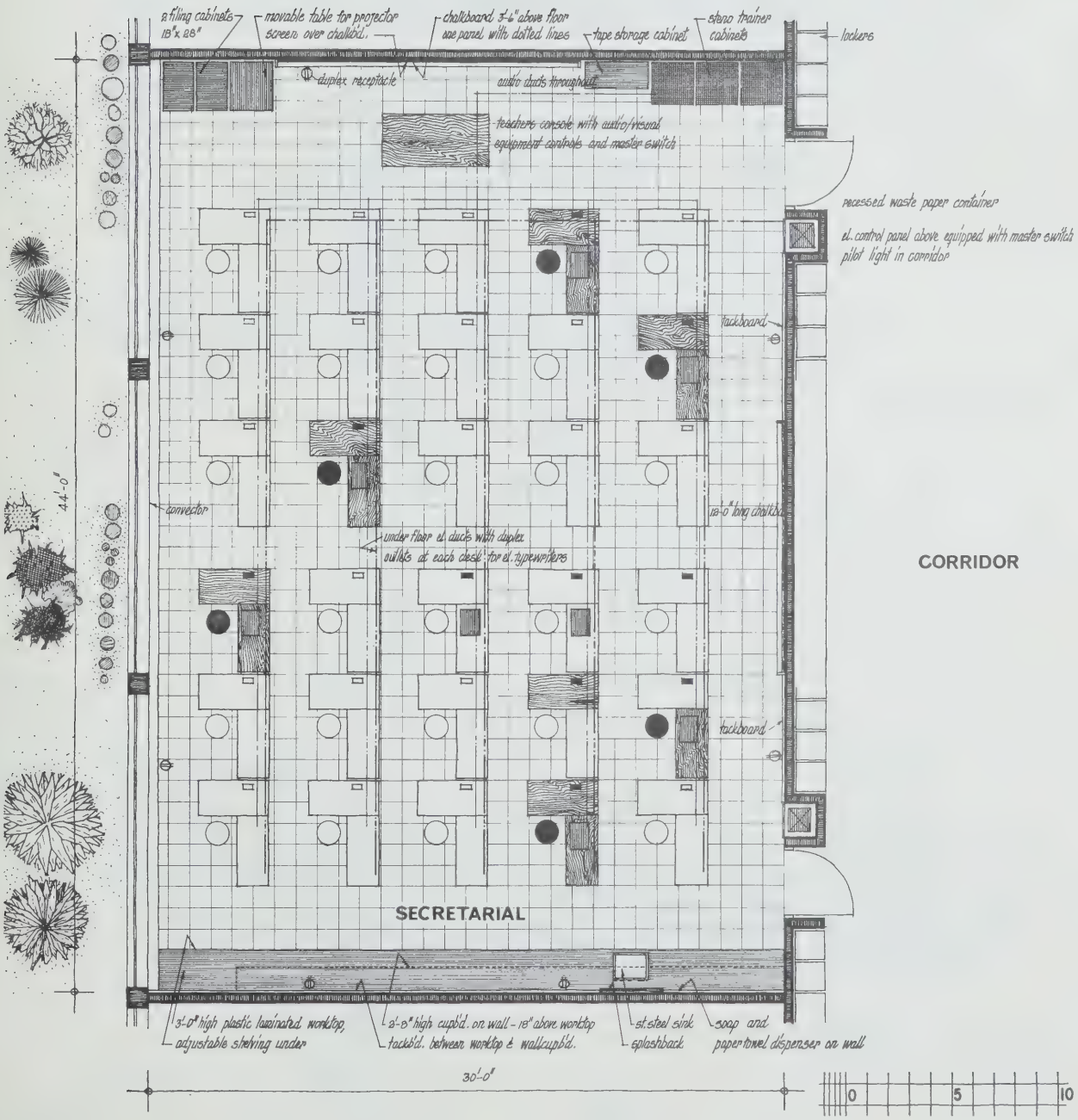
Sketch of work area, Office Practice Room

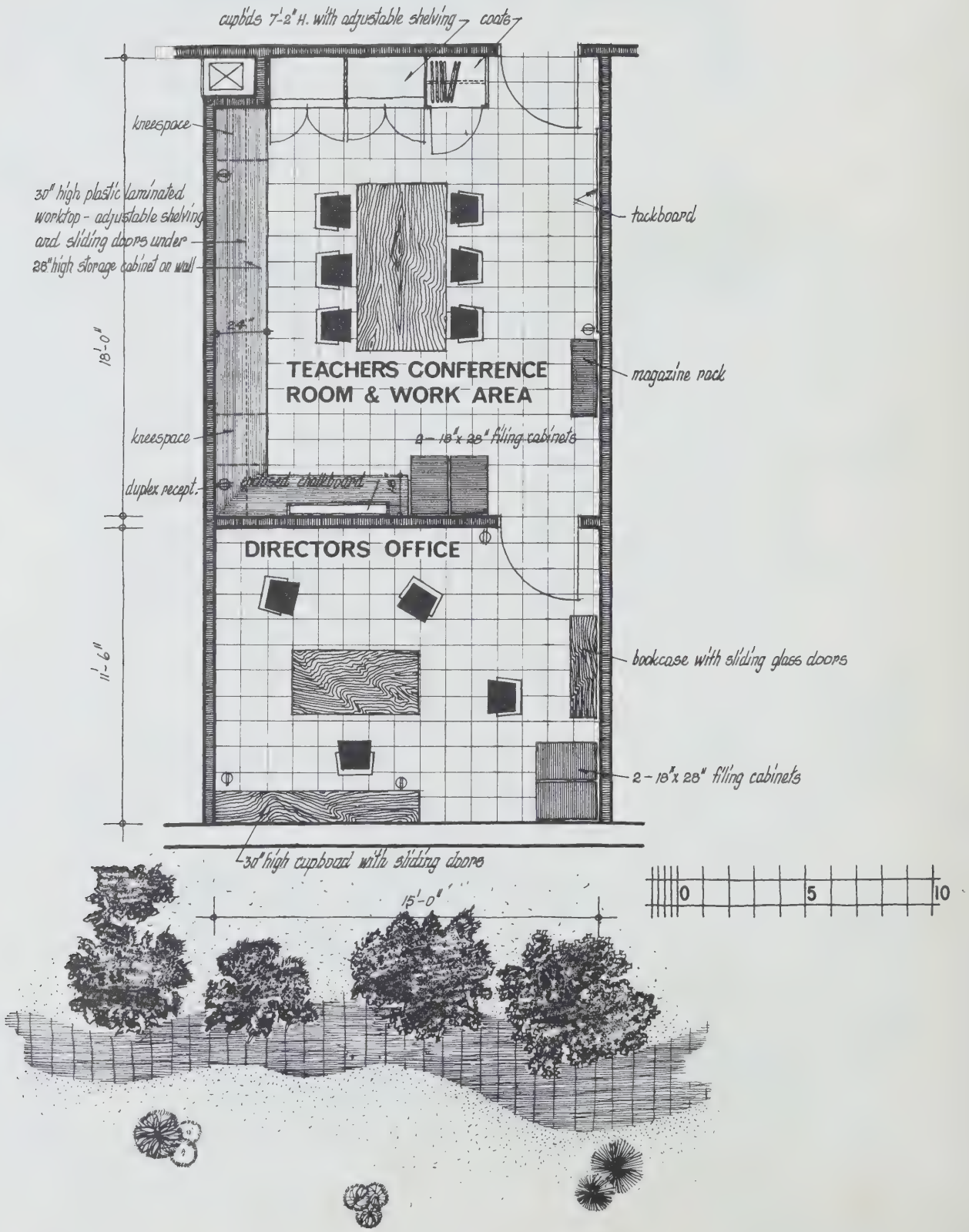

50"x 50" movable projection screen
sliding chalkboard
portable o/h. projector stand
lockers
el. control panel - pilot light in corridor
teachers desk 30"x 42"
one row of desks for adding / listing machines 30" x 50"
recessed waste paper container
student's desk 20"x 40"
under floor ducts for el. wiring with outlets at each desk
connector
R.
R.
R.
sliding chalkbd.
this wiring required initially.
wiring R. for future use
BOOKKEEPING & ACCOUNTING
CORRIDOR
37'-0"
3 filing cabinets 18"x 28"x 42"H.
20"W. x 42"H. counter with sliding doors and adjustable shelves - tackb'd. over
42"H. x 60"L. bookcase with adjustable shelves
30'-0"
0
5
10

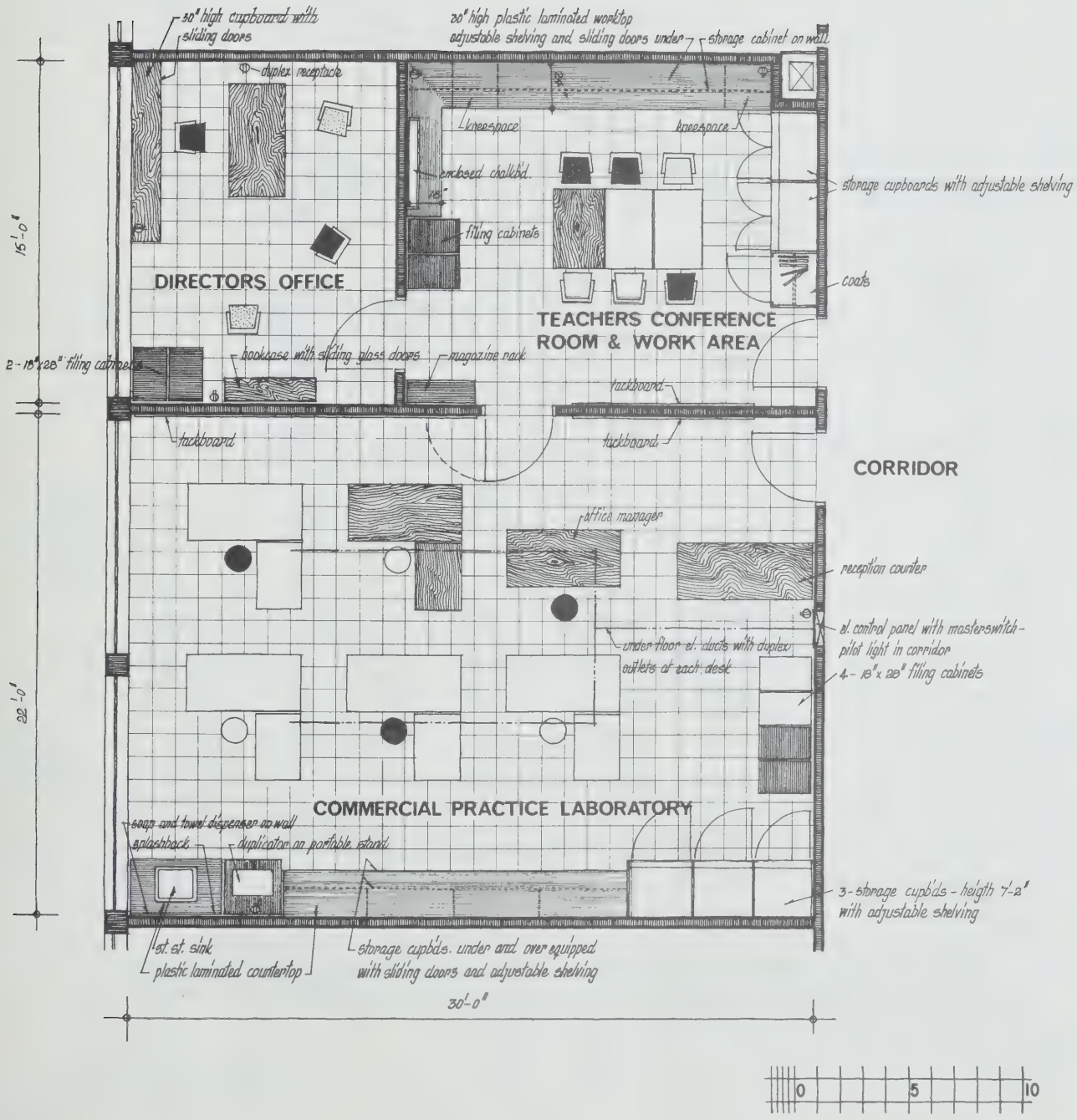

tackboard
16'-0" long chalkboard
screen over
tackboard
18"x 28" filing cabinet
lockers
duplex receptacle
recessed waste paper container
bookshelving integral with heating unit
CLASSROOM
chalkboard
teachers desk
projector stand on casters
PLANNING & CONSULTATION
18"x 28" filing cabinet
book shelves
folding partitions with tackbd. on both sides
arborite top
shelves under
CORRIDOR
storage cupb'd. under counter
st. st. sink
glass faced cupb'd. over
magazine rack over
shelving under
sliding doors
sales desk - glass top and front
fluorescent fixture
wrapping area
recessed for cash register
glazed partition
WORKROOM
cornb'd.
duplex receptacle
one at floor level
DISPLAY
30"x 60" movable worktables
corner post
18" raised platform as display window - no glass
floor duplex receptacle
mirror on door
CHANGING CUBICLE
STORAGE
manikin dais forms
full length mirror
shelving
grill over for hanging display
ceiling light fixture over
46'-6"
30'-0"
0
5
10

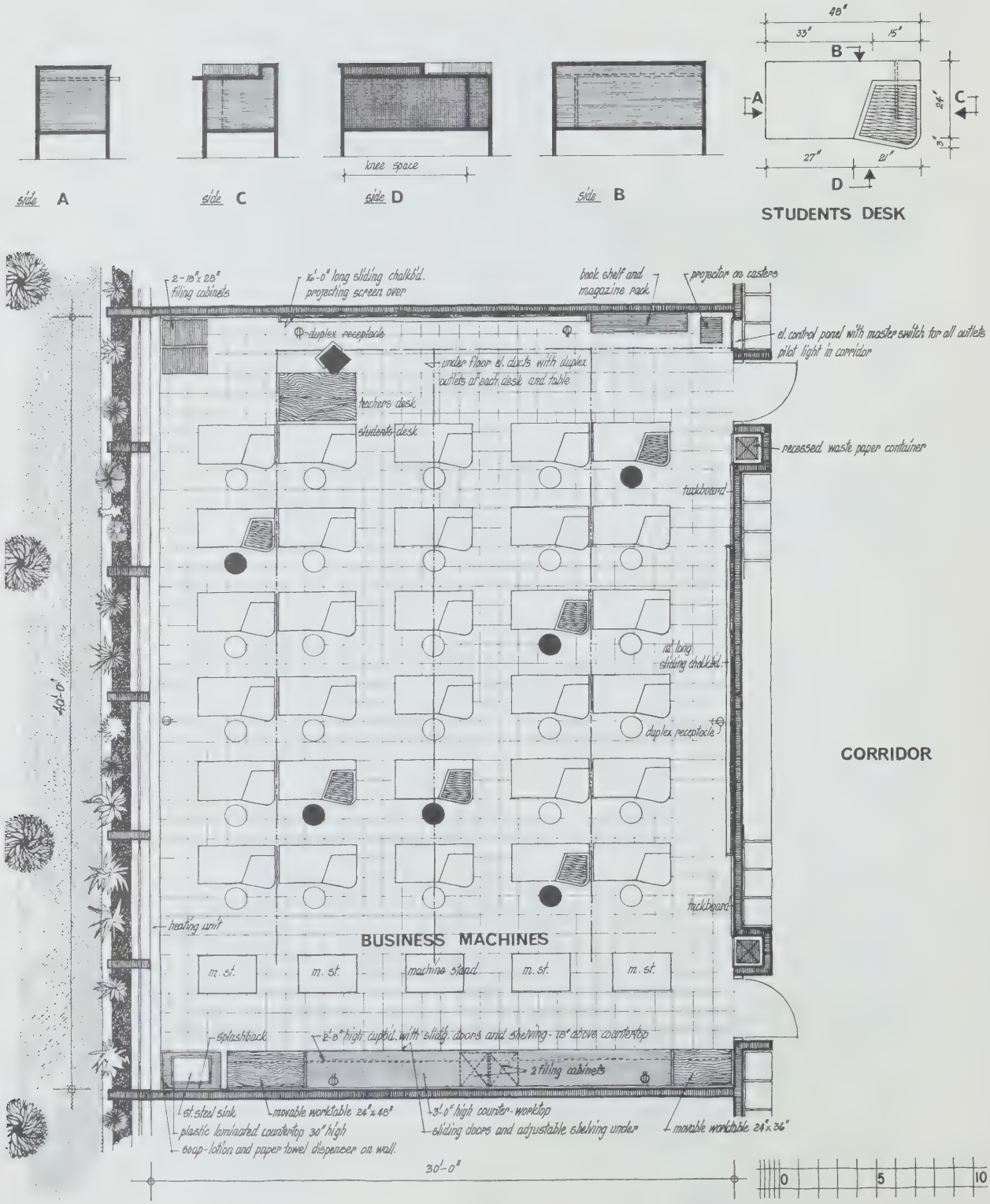


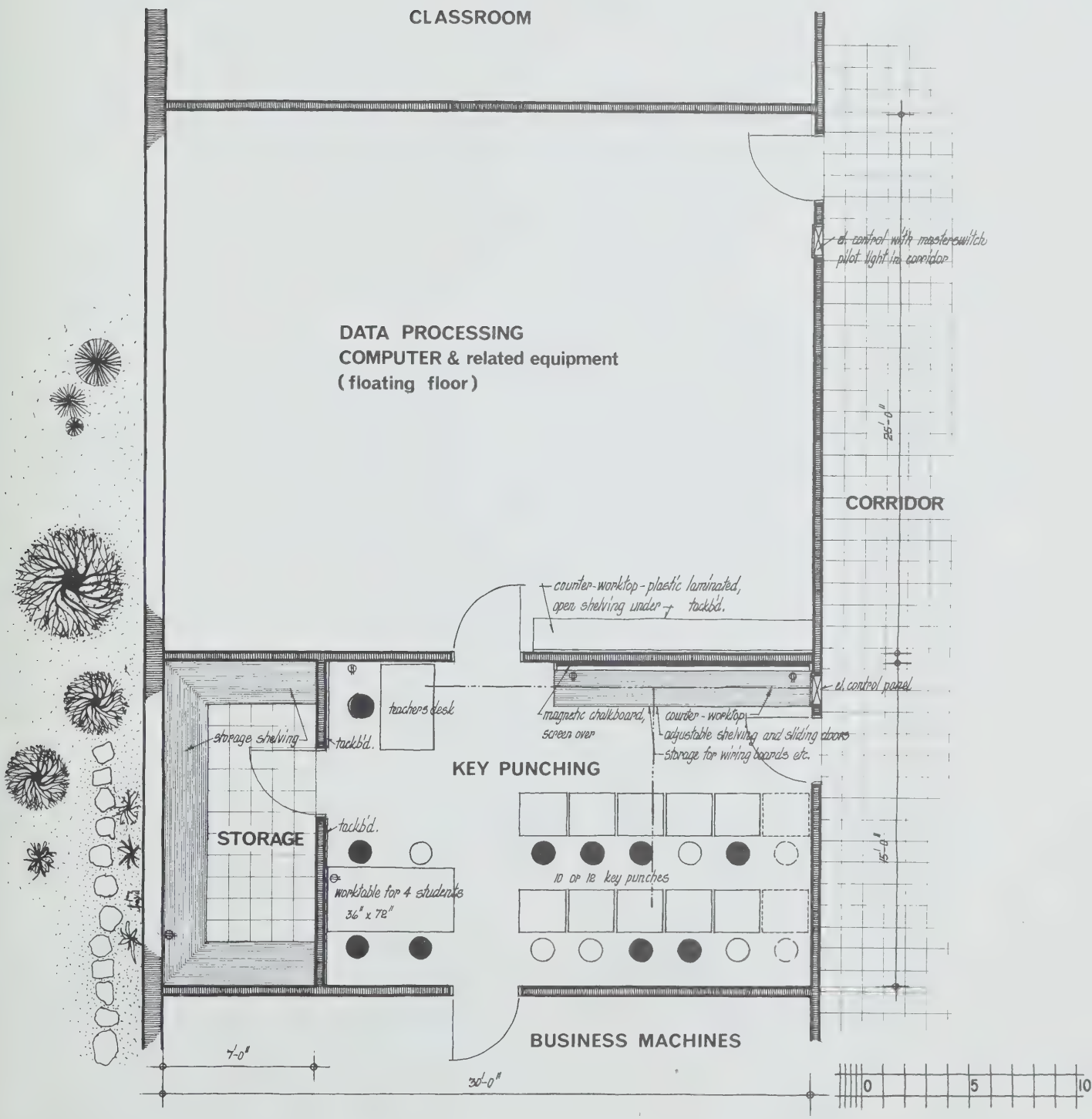
STUDENTS DESK

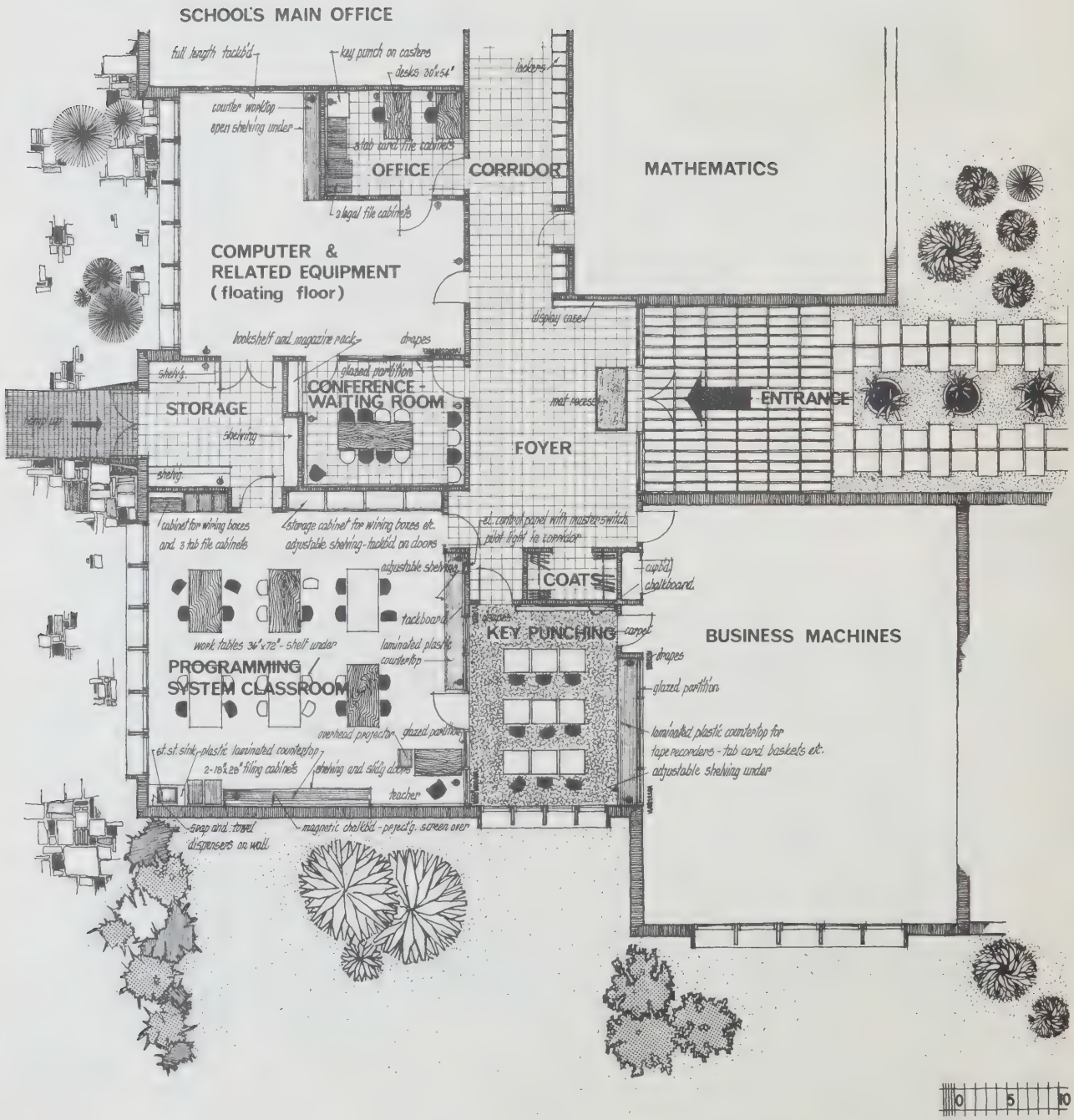

2 filing cabinets 18"x 28"
movable table for projector screen over chalkbd.
chalkboard 3'-6" above floor use panel with dotted lines
tape storage cabinet
steno trainer cabinets
lockers
duplex receptacle
audio outlets throughout
teachers console with audio/visual equipment controls and master switch
recessed waste paper container
el. control panel above equipped with master switch pilot light in corridor
tackboard
convector
18'-0" long chalkbd.
under floor el. ducts with duplex outlets at each desk for el. typewriters
CORRIDOR
tackboard
SECRETARIAL
44'-0"
3'-0" high plastic laminated worktop, adjustable shelving under
2'-8" high cupb'd. on wall - 18" above worktop tackb'd. between worktop & wallcupb'd.
st. steel sink splashback
soap and paper towel dispenser on wall
30'-0"
0
5
10


CORRIDOR
cupbds 7'-2" H. with adjustable shelving
coats
kneespace
30" high plastic laminated worktop - adjustable shelving and sliding doors under
28" high storage cabinet on wall
tackboard
18'-0"
TEACHERS CONFERENCE ROOM & WORK AREA
magazine rack
kneespace
2 - 18"x 28" filing cabinets
duplex recept.
DIRECTORS OFFICE
11'-6"
bookcase with sliding glass doors
2 - 18"x 28" filing cabinets
30" high cupboard with sliding doors
15'-0"
0
5
10


30" high cupboard with sliding doors
duplex receptacle
20" high plastic laminated worktop adjustable shelving and sliding doors under
storage cabinet on wall
kneespace
kneespace
embossed chalkbd.
filing cabinets
storage cupboards with adjustable shelving
coats
DIRECTORS OFFICE
TEACHERS CONFERENCE ROOM & WORK AREA
2 - 15"x28" filing cabinets
bookcase with sliding glass doors
magazine rack
tackboard
tackboard
tackboard
CORRIDOR
office manager
reception counter
el. control panel with masterswitch - pilot light in corridor
under floor el. ducts with duplex outlets at each desk
4 - 15"x 28" filing cabinets
COMMERCIAL PRACTICE LABORATORY
soap and towel dispenser on wall
splashback
duplicator on portable stand
3 - storage cupb'ds - height 7'-2" with adjustable shelving
st. st. sink
plastic laminated countertop
storage cupb'ds. under and over equipped with sliding doors and adjustable shelving
15'-0"
22'-0"
30'-0"
0
5
10


side A
side C
knee space
side D
side B
48"
33"
15"
B
A
C
24"
3"
27"
21"
D
STUDENTS DESK
2 - 15" x 28" filing cabinets
16'-0" long sliding chalkbd. projecting screen over
book shelf and magazine rack
projector on casters
duplex receptacle
el. control panel with master switch for all outlets pilot light in corridor
under floor el. ducts with duplex outlets at each desk and table
teachers desk
students desk
recessed waste paper container
tackboard
12' long sliding chalkbd.
duplex receptacle
CORRIDOR
heating unit
BUSINESS MACHINES
m. st.
m. st.
machine stand
m. st.
m. st.
splashback
2'-6" high cupbd. with sliding doors and shelving - 15" above countertop
2 filing cabinets
1 st. steel sink
plastic laminated countertop 30" high
soap-lotion and paper towel dispenser on wall
movable worktable 24" x 48"
3'-0" high counter-worktop
sliding doors and adjustable shelving under
movable worktable 24" x 36"
40'-0"
30'-0"
0
5
10


CLASSROOM
el. control with masterswitch pilot light in corridor
DATA PROCESSING
COMPUTER & related equipment
(floating floor)
25'-0"
CORRIDOR
counter-worktop - plastic laminated, open shelving under
tackbd.
el. control panel
teachers desk
magnetic chalkboard, screen over
counter - worktop
adjustable shelving and sliding doors
storage for wiring boards etc.
storage shelving
tackbd.
KEY PUNCHING
STORAGE
tackbd.
worktable for 4 students
36" x 72"
10 or 12 key punches
15'-0"
BUSINESS MACHINES
7'-0"
30'-0"
0
5
10


SCHOOL'S MAIN OFFICE
full length tackb'd
key punch on casters
desks 30"x54"
lockers
counter worktop
open shelving under
OFFICE
CORRIDOR
MATHEMATICS
stat. card file cabinets
2 legal file cabinets
COMPUTER &
RELATED EQUIPMENT
(floating floor)
display case
bookshelf and magazine rack
drapes
shelv'g.
glazed partition
CONFERENCE +
WAITING ROOM
STORAGE
ENTRANCE
mat recess
shelving
FOYER
shelving
cabinet for wiring boxes
and 3 tub file cabinets
storage cabinet for wiring boxes etc.
adjustable shelving - tackb'd on doors
el. control panel with master switch
pilot light to corridor
adjustable shelving
COATS
cupb'd
chalkboard
tackboard
work tables 36"x72" - shelf under
laminated plastic
countertop
KEY PUNCHING
carpet
BUSINESS MACHINES
PROGRAMMING
SYSTEM CLASSROOM
drapes
glazed partition
overhead projector
glazed partition
laminated plastic countertop for
tape recorders - tub card baskets etc.
adjustable shelving under
el. st. sink - plastic laminated countertop
2-10"x26" filing cabinets
shelving and sl'd'g doors
teacher
soap and towel
dispensers on wall
magnetic chalkb'd - project'g. screen over
0
5
10

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